



**CONSULATE GENERAL OF THE
UNITED STATES OF AMERICA**

Immigrant Visa Unit
Av. Pres. Wilson, 147 – Centro
Rio de Janeiro – RJ – 20030-020
Tel: 21-3823-2000 Fax: 21-3823-2083

Instructions for Returning Resident Visa Applicants

Overview

Introduction

The American Consulate in Rio de Janeiro has received information that you have been registered to apply for a visa to immigrate to the United States. While no assurance can be given regarding the date of your visa interview appointment, you should now prepare for that appointment. You must obtain the documents required for your application for an immigrant visa (provided on the list below), and submit them all to the Immigrant Visa Unit at the U.S. Consulate in Rio de Janeiro. Once the documentation is received and reviewed, an interview will be scheduled, and a notification letter will be sent (by e-mail and/or mail) providing information regarding the next processing step. Please note that failure to provide the requested information will delay your immigrant visa interview.

Immigrant visas interviews in Brazil are conducted only at the Consulate in Rio de Janeiro.

Important:

1 - If you receive this letter by mail, you can download all forms on the link <http://brazil.usembassy.gov/interview.html>

2 – After approved, this process should be concluded within six (6) months.

Application for Immigrant Visa and Alien Registration DS-260 Online Visa Application

Background	The DS-260 online visa application contains questions regarding specific biographical information required for the immigrant visa. The DS- 260 online visa application is available via Consular Electronic Application Center - CEAC .
Who completes the form	Each family member that is eligible to travel to the United States with you under this visa classification is required to complete the DS-260. Please note that minors must have respective parents/responsible person filling it out the form.
Completing the form	Please fill out the DS-260 completely. To complete and submit the forms on line you must have: internet access, your NVC Case Number (refer to the message you received from NVC) and Your Invoice I.D. number (refer to the message you received from NVC). If you filed your petition at an American Consulate or Embassy you should use your date of birth instead of the invoice number like, YYYY/MM/DD format. (ex.: 1888/05/13).
Questions	<p>If you have any questions when filling out the DS-260 form, please contact the Immigrant Visa Unit of the American Consulate General in Rio de Janeiro. Our e-mail address is listed on the bottom of this instructions package. We recommend that you should also access the FAQ, available in our webpage. All Immigrant Visa interviews are conducted at the American Consulate General at Rio de Janeiro only.</p> <p>If a period of one year passes without contacting our office (by e-mail, telephone, or mail) all submitted documents will expire, and you case may be subject to termination.</p>
When complete	After you fill out the online form DS-260, you must print the last page which contains the barcode as it is your identification and completion confirmation. Please send to the address listed in the header of this informative all the required documentation as well as the identification and confirmation page, a copy of your Passport page containing bio data and the photo. This Consular Service will send you a notification of your interview.

Documents You Need to Obtain

Document requirements

Please obtain the **original documents** or **certified copies (along with one simple copy)** from an appropriate authority for yourself and each family member who will accompany you to the United States. All documents listed in these instructions that pertain to your petition are required again, even if they were previously submitted to the DHS with your petition. **Do NOT send them to this office. They need to come with you on the day of your interview.**

Passport

A passport must be valid for travel to the United States and must have at least 8 (eight) months' validity beyond the issuance date of the immigrant visa. Children also need to have their own passport.

A copy of the passport page that contains the biographic information, passport number and photo must be sent to the consulate along with all required documentation.

Note: All previous passports, even the ones already expired/cancelled that have U.S. visas or entries to the United States should be brought on the day of the interview.

Marriage certificates

Married applicants must obtain an original marriage certificate (civil marriage), or a certified copy, bearing the appropriate seal or stamp of the issuing authority.

Termination of prior marriages

Applicants who have been previously married must obtain evidence of the termination of **EACH** prior marriage. Evidence must be in the form of original documents issued by a competent authority, or certified copies bearing the appropriate seal or stamp of the issuing authority.

Acceptable evidence is a:

- **FINAL** Divorce Decree;
 - Death Certificate or
 - Annulment.
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Police certificates

Police certificates are required for each visa applicant aged 16 years or older. The police certificate(s) must be from the police authorities of each locality of the country of the applicant's nationality and current residence.

The table below shows how many police certificates are required based on where each applicant lives and has lived previously. Present and former residents of the United States should NOT obtain any police certificates covering their residence in the U.S.

Note: You may need police certificates from several different countries/localities. Be sure to obtain all of them prior to the interview.

IF the applicant...	AND...	THEN the applicant needs a police certificate from...
is living in their country of nationality at their current residence for more than 6 months	is 16 years old or older	the police authorities of that locality.
lived in a different part of their country of nationality for more than 6 months	was 16 years or older at that time	the police authorities of that locality.
* lived in a different country for more than 12 months or currently resides in another country for more than 6 months	was 16 years or older at that time	the police authorities of that locality.
was arrested for any reason, regardless of how long they lived there	was any age at that time	the police authorities of that locality.

Police certificates in Brazil

In Brazil, police certificates are issued only for applicants over the age of 18 (eighteen). Each applicant, 18 years old or more should present two Police Certificates: one from the State police - "**Secretaria de Segurança Pública**" and another one from the Federal Police – "**Polícia Federal**".

- "**SECRETARIA DE SEGURANÇA PÚBLICA**", Polícia Técnico Científica"- It is required that the applicant obtain a certificate from each state in Brazil where the applicant has resided for 6 (six) months or longer for the last 5 (five) years. If you have resided in more than one state in Brazil, during this period, you will need one for each state. The certificates issued by "Cartório" or "Fórum" are NOT, repeat, NOT acceptable, in any circumstances.
- "**POLÍCIA FEDERAL**" – It is required that the applicant obtain a certificate from the Federal Police ("Polícia Federal"). This certificate is valid for all Brazilian territory. You should go to the "Departamento de Polícia Federal, Delopis – Delegacia de Ordem Social e Política" with our request and fill out their application for the certificate.

The police certificate must:

- Cover the entire period of the applicant's residence in that area, and
- State what the appropriate police authorities records show concerning each applicant, including all arrests, the reason for the arrest(s), and the disposition of each case of which there is a record.

Note: Police certificates from certain countries are unavailable. Others must be requested in person and the U.S. Consulate must request others. More specific information is available from the Immigrant Visa Unit at the United States Consulate in Rio de Janeiro.

Court and Prison Records

Persons who have been convicted of a crime must obtain a certified copy of each court record and any prison record **since last left the United States**, regardless of the fact that he or she may have subsequently benefited from an amnesty, pardon or other act of clemency.

Court records should include:

- Complete information regarding the circumstance surrounding the crime of which the applicant was convicted, and
 - The disposition of the case, including sentence or other penalty or fine imposed.
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Translations

All documents not in English, nor in Portuguese, must be accompanied by **certified English translations** done by an official translator.

The translation must include a statement signed by the translator that states that the:

- Translation is accurate, and
 - Translator is competent to translate.
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Photographs

Information

One (1) photo is required of all applicants regardless of age. Follow the photo specifications on the form about photo available in our website.

Evidence of Support

General requirements

You must submit evidence showing that you are not likely to become public charge while in the U.S. Financial supporting documents are valid for one year.

Evidence of Support

You must show evidences that you have your own means of support, you may fill out form I-864W or you can present form **I-134 – “Affidavit of Support”** filled out by a person who will be financially responsible for you. You may download these forms from our website. The sponsor must attach proof of his/her income such as: copy of last U.S. Federal Income Tax (form 1040), proof of current employment, job offer, pay-slip, etc.

Medical Examination

Medical Exam

All applicants applying for an immigrant visa, regardless of age, need to undergo a medical examination. Medical examinations performed in the U.S. will not be accepted, even if the local panel physician is authorized by DHS.

Fee

[Payment](#) must be done in U.S. Dollars or the equivalent local currency. We only accept full payment in one currency. Personal checks are not accepted. “Traveler’s checks” can be accepted if counter signed. International Credit cards are accepted, i.e.: Visa/MasterCard/American Express/Novus-Discover/Visa MasterCard. This fee should be paid at the American Consulate. Each applicant must be prepared to pay this fee unless the payment has already been made in NVC.

What Happens Next?

Overview

The table below provides you with an overview of the steps that take place once you have obtained all your documents and have completed the necessary forms.

Step	Action
1	Mail all documentation requested for each applicant in different sets (in the same envelope) to the address of the United States Consulate in Rio de Janeiro listed on the cover letter of this information packet, or drop the forms at the Consular Section “ Drop Box ” located in the auditorium of the American Consulate in Rio de Janeiro from 2:00p.m. to 4:00p.m. Please inform your case number and full name on the envelope.
2	The United States Consulate will complete all necessary administrative processing of your immigrant visa application. You may be requested to provide additional information if you have incomplete or missing documents.
3	After reviewing all documentation, the Immigrant Visa office will schedule an interview appointment for you. Please note that is important that you also have an e-mail address, if the appointment letter do not reach your physical address, you will be notified through your electronic address.
4	Do not forget to bring your passport, medical exam , and pay the required fees at the time of the visa interview. If your visa approved, it will be delivered to your through express mail.

Bringing your documents

You will need to bring all your original documents or certified copies and a common copy at the time of the visa interview.

Digital Fingerprints

All IV applicants will be fingerprinted except those in the following categories:

- Children under 14 years old;
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When to call or write

The United States Consulate cannot guarantee how long it may be before you are scheduled for an appointment for a visa interview. Please notify the United States Consulate if the circumstances of your application have changed. For example:

- Change of address;
 - Change of marital status;
 - Death of petitioner, or
 - Birth or adoption of additional children.
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**Inside the
Consulate**

IMPORTANT: Cameras, laptops, cellular phones and baggage are not allowed into the Consulate building.

- The Consulate **does not** have luggage storage compartments.

**Rio de Janeiro
Immigrant Visa
Unit hours**

- The Immigrant Visa Unit can be contacted through E-mail:
immigrationrio@state.gov
- More information can also be found on our web sites:
<http://brazil.usembassy.gov> and www.travel.state.gov

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